

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Defendant's Name]
[Defendant's Address]
[City, State, ZIP Code]

Dear [Defendant's Name],

Subject: Small Claims Demand

I hope this letter finds you well. I am writing to formally notify you of my intention to pursue a small claims action against you regarding [brief description of the issue, e.g., unpaid debt, property damage, breach of contract, etc.].

The details of the claim are as follows:

- Amount owed: [insert amount]
- Date of incident: [insert date]
- Description of the issue: [provide a brief description of the events leading to the claim]

I have attempted to resolve this matter amicably by [mention any previous communications or attempts to settle]. Unfortunately, we have been unable to reach a resolution.

Please be informed that if I do not receive payment by [insert date, typically 14 days from the date of this letter], I will proceed with filing a claim in small claims court.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]